



Office of the City Clerk

Weekly Report – for Week Ending October 6, 2017

OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

Elections

As reported last week, staff promoted National Voter Registration Week by coordinating numerous outreach and registration events as depicted below:



Staff billed the Fire and Police Pension Department \$8,891 for administration of an election to fill a Fire Department Retired Member of the Board seat in late September. Ken Buzzell was sworn in by City Clerk staff at their regular Board meeting on October 5, 2017.

Neighborhood Council (NC) Elections

On October 3, 2017, the City Council voted to postpone the 2018 NC Elections until 2019 and provide NCs the option of holding selections in place of elections in 2018. The Council also voted to authorize the City Clerk to build out an online voting framework for the 46 NCs which did not have online elections in 2016.

A recommendation to instruct City Clerk, DONE/EmpowerLA, the City Attorney, and the Board of Neighborhood Commissioners to draft a report on improving the NC Election challenge process was approved by Council on October 4, 2017. This report will be due to the Health, Education, and Neighborhood Council Committee in early December.



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Business Improvement Districts (BIDs)

On October 2, 2017, BID Analysts updated the 2018 Annual Planning Report (APR) portals with updated assessment totals, rates, zones, services descriptions and CPI increases and emailed the report requests to the 27 affected property-based business improvement districts. The Annual Reports are due November 1, 2017.

On October 3, 2017, the Accounts/Receivable Section created invoices in the amount of \$139,063.24 for 42 of the outstanding CRA parcels from Fiscal Year 2014/15 to the current 2016-17 Fiscal Year. Funds will be requested from the budget allocation in the Unappropriated Balance.

Final Notices in the amount of \$16,745.00 for 57 accounts in the Wilmington Tokyo merchant-based Business Improvement District were mailed on October 3, 2017.

On October 4, 2017, Technical Research staff completed a field audit of the Little Tokyo merchant-based Business Improvement District.

On October 5, 2017, staff met with proponents of the Fashion District Business Improvement relative to its 2019 renewal.

NC Funding

A new 30-minute training video will be uploaded to the NC Funding website this week providing a step-by-step visual aid to navigate funding operations.

Systems

The Neighborhood Council ballot layout has been redesigned to improve accuracy. The new layout is being tested with high speed scanners. If it proves to be accurate, the new layout will be incorporated into the tally application and will be used in the 2019 NC election.

The testing and validating phase of the Public Records Request application has been concluded. User training is scheduled for the month of October. A record-request specific web page is being developed for the public with information on how to request public records online. The Office of the City Clerk will be able to log and track all CPRAs when implemented. The portal is scheduled to go live in December.

Issues

A network outage occurred early this week, impacted city-wide applications. The public was not able to access live Council meetings, the Council File Management System, the Council Vote system and the NC Community Impact Statement web portals for two days. ITA has resolved the issue as of Wednesday, October 4, 2017.